

ETEXT ATTACHMENT

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Your letter states that all contributions from individuals/persons that aggregate greater than \$200 should be itemized. The reports disclose all contributions that aggregate over \$200 for an individual/persons.

You have also sought clarification on two different descriptions used for some of the itemized disbursements. The description 'Payment allocated and reported on line 23' is used for transactions in line 21-b of the report that are entered to offset the in-kind contributions reported in line 23. The Sierra Club Political Committee provides in-kind contributions to some campaigns from the previously reported 'Advance for Services.' To ensure that the cash balance is not affected by these in-kind contributions an offsetting negative amount is entered in line 21-b with the description noted above. The description 'expenses' is used for expense report reimbursements submitted by staff who incurred expenses while working on a campaign. As noted above, these expenses are reported when the expense report is submitted and paid regardless of election date. This practice has been used for a number of years and was approved by our report analyst.

As we have communicated in previous correspondence, there has been a delay in our response to your inquiry due to the recipient of the letter and the address being inconsistent. The letter was directed to Margaret Conway, National Political Director, with the address of our San Francisco headquarters. Margaret Conway works out of our Washington DC office and therefore did not receive the letter in a timely manner. Upon further discussion with Jane Parks, Reporting Analyst, it was noted that all correspondence must be sent to the Treasurer designated on the Statement of Organization. The Statement of Organization will therefore be updated accordingly.

Please contact Jane Kraft at 415-977-5658 with any additional questions.

Sincerely,

Margaret Conway
Sierra Club Political Committee